

**1600 HAMILTON PLACE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 14, 2015**

**BOARD MEMBERS**

Scott Smithwick	President
Jeff Davis	Vice President (Absent)
Kathleen Hawker	Secretary
Brian Finerty	Treasurer
Vacant	Director

**OTHERS PRESENT**

Bill Hubbard	Community Management Services
1 owner	

**ITEM I – Open Forum**

Any items discussed that require action by the Board will be placed on the agenda for the following Board meeting, unless determined to be a safety or structural issue that needs immediate attention.

**ITEM II – Call to Order, Voting Results, Board Vacancy**

A. Scott Smithwick called the Board of Directors Meeting to order at 7:33PM.

B. Annual Voting Results

Election Inspector Bill Hubbard announced the following voting results:

Total of 112 ballots submitted, out of which 103 were validated as properly submitted.

Jeff Davis	98 votes, elected to a 2 year term
Brian Finerty	97 votes, elected to a 2 year term
Kathleen Hawker	96 votes, elected to a 2 year term

IRS Resolution for 2015	101 votes in favor, 1 vote against, IRS resolution passed
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The minutes from the March 11, 2014 Annual meeting were approved with a vote of 90 approving the minutes and 12 abstaining in the voting.

C. Board Vacancy

The vacancy on the Board remains open.

**ITEM III – Approval of Minutes**

A motion was made, seconded and carried to approve the minutes of the March 10, 2015 Board meeting as presented.

**ITEM IV – Committee Reports**

A. Landscape

No report.

B. Architectural

1. The Board reviewed architectural related correspondence for the past 30 days.
2. There was no discussion regarding the proposed light fixtures replacement project during this meeting.

C. Parking

No report.

D. Social

Kathleen Hawker reported that she is tentatively planning a social event in June.

E. Clubhouse/Pool

No report.

F. Website

No report.

**ITEM V – President’s Report**

Scott Smithwick reported that he has contacted an electrician for a proposal for evaluating the electrical systems in the detached garages.

**ITEM VI - Treasurer’s Report – Financial Statement for period ending March 31, 2015.**

- A. The Board of Directors reviewed the current reconciliations and account statements (unaudited) of the Association’s operating and expense accounts for the month, the operating and reserve revenues and expenses compared to the current year’s budget, as well as the income and expense statement of the Association’s operating and reserve accounts.

	<u>Actual</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance B/(W)</u>
Income(\$)	120,158.70	360,159.61	352,347.00	7,812.61
Expense(\$)*	127,790.16	369,715.22	352,347.00	(17,368.22)
*includes monthly contribution to Reserves				
Total Cash & Savings(\$):		3,248,524.59		
**Reserve Expenditures Year to Date(\$):		97,759.71		
Reserve Fund Balance(\$):	3,224,869.59 (includes \$538,500 in EQ fund)			

B. Reserve Fund Investments

Brian Finerty updated the Board on the status of the reserve fund investments.

**ITEM VII - Association Manager’s Report**

- A. Action Item List – The Board reviewed the action item list since the previous meeting.
- B. Correspondence – The Board reviewed correspondence since the previous meeting.

1. The Board approved a request to hold the Goodwill Trailer pick up event again this year, during a weekend in June.
2. Management announced that he will do a cement repairs walkthrough to obtain a repairs proposal this spring.

#### **ITEM VIII - Old Business**

##### A. Security Patrol Report

The Board reviewed the March, 2015 security report. In response to a discussion regarding safety and security during the annual meeting preceding this meeting, the Board approved the formation of a Safety Committee to develop ideas for improving the safety and security within the community.

##### B. Wood Repairs on Huxley Ct

Management reported that Jay Johnson Construction has completed wood repairs on 6 buildings on Huxley Court.

##### C. Electrical system inspection

See President's Report.

#### **ITEM IX - New Business**

##### A. Entry stoop replacement proposal

The Board passed a motion approving a proposal from M Pineda Construction to replace a failing entry stoop, at a cost of \$1,970.00.

##### B. Skylight cleaning

The Board agreed to not have the skylights cleaned at this time as there have been no requests for such action.

##### C. Newsletter

1. vacancy on Board
2. election results
3. safety committee

##### C. Assessment Aging Report

The Board went into Executive Session at the conclusion of the meeting to discuss the assessment aging report.

#### **ITEM X - Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:14PM. The Board then went into Executive Session to discuss assessment collection issues.

Approved as submitted